



City of Huntsville

General Benefits Summary

★ Salary Compensation

Subject to City Council approval, the City Manager prepares and administers a comprehensive compensation plan for City employees. The City pays employees' salaries and wages by the compensation plan. In positioning classes on salary schedules, the City considers prevailing rates of pay among public and private employers, the duties, responsibilities, and qualifications required of employees in the classes, and other relevant factors. A new employee will normally be compensated at the minimum step of the approved salary range, and serves a probationary period of six or twelve months, depending on classification.

★ Direct Deposit

The City of Huntsville offers Direct Deposit of employees' payroll checks into their bank accounts. Deposits will be recorded to your account prior to 2:00 p.m. the day the Direct Deposit is made. The employee will receive the benefit and deduction portion of his/her payroll check showing gross salary, deductions, net salary and accrued leave time. Additional information and/or forms may be obtained in the Human Resources Office.

★ Longevity

The City pays full-time classified employees longevity pay of \$4.00 per month for each year of City service. The employee will, at the time of employment, make written election to receive the longevity pay either monthly or annually in a lump sum payment to be funded in mid-November. The employee may change that election with each subsequent year's cafeteria plan election; the City will pay any payments withheld in mid-November or upon separation.

★ Medicare Contribution

Employees hired after March 31, 1986 contribute 1.45% of their salary to the Medicare portion of Social Security. The City matches the employee's contribution.

★ Workers' Compensation

The City of Huntsville contracts for workers' compensation coverage through the Texas Municipal League Intergovernmental Risk Pool. More information about your workers' compensation rights is available from any office of the Texas Workers' Compensation Commission, or by calling 1-800-252-7031. An employee injured in the line of duty will receive workers' compensation and injury leave benefits under terms and conditions prescribed in the applicable programs.

★ Holidays

Regular full-time employees receive eleven paid holidays per year: New Year's Day; Martin Luther King, Jr. Day; Good Friday; Cinco de Mayo; Memorial Day; Juneteenth; Independence Day; Labor Day; Thanksgiving (2 days); Christmas (2 days).

★ Vacation

Regular full-time employees may take vacation after one year's continuous service. Vacation is accrued as follows:

<u>Years of Service</u>	<u>Vacation per Year</u>	<u>Accrual per Pay Period</u>
0-9*	10 days	3.0770 hours
10-15	15 days	4.6154 hours
16	16 days	4.9231 hours
17	17 days	5.2308 hours
18	18 days	5.5385 hours
19	19 days	5.8462 hours
20+	20 days	6.1539 hours

**Certified Police and Fire Department officers with 0-9 years of service accrue 15 days of vacation per year.*

★ Military Leave

Employees may receive up to 15 days per year paid Military Leave in accordance with Texas and Federal law.

★ Sick Leave

Regular full-time employees accrue sick leave at the rate of 1 day (8 hours) per month, and may use it after six months continuous service. Accumulation of sick leave credits for use during employment shall be unlimited.

★ Scholarship Fund

City employees have the option of contributing to the Scholarship Fund to benefit employees' children. Contribution to this fund is voluntary and handled through a payroll deduction. At the end of each school year, employees with children graduating from high school and planning to attend college or trade school can apply for a scholarship up to \$250. These scholarships are awarded in August of each year.

★ Health Club Discount Memberships

The City of Huntsville Employees Wellness (CHEW) Committee was instrumental in negotiating discounted rates with three local health clubs for City employees. The City will pay permanent employees' annual fees up-front and payroll-deduct the fees (26 payments) over the year. If you are interested in becoming a member of a health club, please call the Human Resources Department for additional information.

★ Employee Assistance Fund & Sick Leave Pool

The City of Huntsville Employee Assistance Fund was established as a good faith effort to assist both current and retired employees in times of catastrophic need. The Employee Assistance Committee reviews cases individually, and upon a 2/3-majority vote, disburses a maximum of \$500 per case. For needs in excess of \$500, fund raising opportunities are pursued. The Sick Leave Pool was also created to help employees in times of catastrophic need and consists of employees' accumulated leave (sick, vacation or holiday), which can be voluntarily donated annually. Members of the Sick Leave Pool are eligible for up to 160 hours of sick leave after exhausting all of their existing leave.

★ ICMA Deferred Compensation Plan

The City of Huntsville offers participation in the International City Managers Association Retirement Plan (ICMA). Participation in this plan is an opportunity to participate in a unique retirement plan that shelters a

portion of your salary from income taxes, invests in high-performing funds yielding tax-deferred earnings, and provides a tool for retirement planning and savings.

You may defer a maximum of 25% of your total salary or \$12,000 per year, whichever is less. The plan does not require a minimum amount of deferral. You have the flexibility to increase, decrease, stop and restart contributions as often as you wish. There are no fees or penalties associated with these transactions.

The plan was established under Section 457 of the Internal Revenue Code. The deferred compensation funds remain an asset of your employer until you are eligible to receive benefits. You may not borrow against the account nor may you use deferred compensation as collateral. These funds cannot normally be withdrawn until termination of employment or retirement. In the event you have an unforeseeable emergency, a written request may be submitted to ICMA for withdrawal of all or part of your account. ICMA will determine whether or not you will be eligible to withdraw the funds.

Investment choices offered in the ICMA Deferred Compensation Plan are: a) Stock Fund, b) Balanced Fund, c) Bond Fund, and d) Guaranteed Fund. You may allocate all of your deferred compensation to a single fund or you may split it among funds in any way you choose. The City offers contributions to be made in dollar amounts (as opposed to a percentage) only.

★ Texas Municipal Retirement System

Mandatory participation is required of employees who hold a budgeted position and work more than 1000 hours per year. Each participant contributes 7% of his/her gross salary and the City matches 2 to 1. The vesting and retirement eligibility schedule is as follows:

5 years/age 60
20 years/ any age

An employee is eligible to withdraw their money upon termination of employment or retirement. Any employee, who terminates employment and is not 100% vested or receives a full refund, forfeits the non-vested money.

Complete copies of the retirement plans are available for review in the Human Resource Office.